	PROGRAMME COORDINATOR: SUSTAINABLE DEVELOPMENT /AFCFTA PROGRAMME (Payclass 09; T1 Conditions) **The Nelson Mandela School of Public Governance** **Faculty of Commerce**

Applications are invited for the position of Programme Coordinator: Sustainable Development/AfCFTA (African Continental Free Trade Area) Programme in the Nelson Mandela School of Public Governance, for a **2-year fixed term contract** on T1 conditions. This is a varied and responsible position in a new and growing School, which runs a Post Graduate Programme, an Executive Education Programme, a Building Bridges programme, and Research Programmes, with a series of networking, teaching, programmatic and research activities.

The main purpose of this position is to, under the Sustainable Development programme with the AfCFTA research team, support the planning, execution, monitoring and reporting of all AfCFTA related activities. The role involves a strong project support component. The programme coordinator will work closely with the Chief Research Officer and Research Officers in our Research Programmes, and be actively involved in all aspects of the research administration, coordination and logistical support and will ensure that events are delivered effectively through the programme. There is a strong project management component to the role.

Requirements:
The Programme Coordinator should have the following:
- Master's degree or equivalent in a related field, e.g., public policy, development studies, sociology, political sciences
- 1-year minimum experience in project planning and implementation
- 2-years minimum experience in substantive project co-ordination involving research initiatives for an institution of higher learning.
- Strong project coordination and support skills
- Strong communication skills, verbal and written -including proven and strong report writing skills.
- High degree of organisation
- Knowledge management skills, including maintaining stakeholder databases
- Proficient with MS Word, Excel, and PowerPoint, Outlook suite
- Experience in programme knowledge management.
- Very strong interpersonal skills:
    1. Team player - proven ability to build and maintain positive working relationships; absolute reliability
    2. "Self-starter" with appetite for work and learning; able to work independently
    3. Discretion and diplomacy
    4. Adaptability

Advantageous
- Knowledge of or keen interest in Africa's development, trade and investment, public policy; willingness to expand knowledge and skills in this area
- Monitoring, evaluation and learning systems and analysis of data
- Proven experience in dealing with online document collaboration
- Social media expertise
- Have worked with high-level officials, e.g. experience in liaising with key stakeholders for the research or programme activities

Responsibilities: Key Responsibilities will include:
- Support programme planning, delivery, and monitoring
- Prepare a range of supporting documents (agendas, minutes, letters, acknowledgements, etc) for events (such as webinars, high level dialogues and stakeholder engagements) and event management and oversight.
- Support the research programme in terms of the different research activities and dissemination of research outputs, including programme knowledge generation and dissemination events,
- Support the programme in terms of monitoring, evaluation and learning systems.
- Assist in or lead the preparation of summary reports and research outputs for donors and partners.
- Manage programme knowledge management processes, including data capture and analysis.
- Communicate and liaise with key stakeholders and participants, regarding research activities.
- Liaise with key stakeholders regarding future programmes or events within the Research programme.
- Coordinate and assist with report writing for the Research Programme activities for the Nelson Mandela School of Public Governance website and support the social media strategy for the Research Programme.
- Participate in the drafting of project and programme budgets for the Research Programme, whenever required.
- Liaise with administrative staff on programme logistics.

The annual cost of employment is between **R294,596** to **R547,802**

For queries related to the position, please contact Kelvin Chabala at kelvin.chabala@uct.ac.za

To apply, please e-mail the below documents in a **single pdf file** to Maria Beaunoir at this email address: programmecoordafcfta@vula.uct.ac.za

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
    - Cover letter, and
    - Curriculum Vitae (CV) with at least 3 contactable referees

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Telephone:	021 6505921	**Website:**	www.hr.uct.ac.za
Reference number:	E23725	**Closing date:**	31 July 2023

Please ensure the title and reference number are indicated in the subject line.

UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

UCT reserves the right not to appoint.